

# **Tool Kit for Planning Service Projects**

## Colorado Cares 2004 Tip Sheet

Making a difference in your neighborhood is easy! Get your friends, classmates, family and neighbors together to share the experience. Get to know people, learn a skill and build valuable relationships that improve your community. **Take one day to make a difference and then keep your promise to change your own corner of the world.**

Here are some ideas for projects:

- Conduct interviews with people in the neighborhood and compile a history of your community through biographies and photographs.
- Have a cook-a-thon with your friends and neighbors, then deliver the goodies to a nearby shelter.
- Befriend a kid on your block, check with the child's parent(s) and offer to tutor him/her when he/she needs you.
- Throw a party for residents at a nursing home or assisted living facility. Start a pen-pal program and set a date for the next party.
- Organize a neighborhood yard sale and donate the proceeds to a local charity or special neighborhood cause.
- Contact a local mentoring organization and become a mentor to a young person.
- Rake leaves or shovel snow for an elderly, disabled or sick neighbor. Promise to check in with them during every major storm or power outage to make sure they are OK.
- Round up all the neighborhood pets and plan a visit to seniors and homebound neighbors (but call first).
- Organize a recycling program and beautification project in your neighborhood.
- Share your expertise by doing car or home maintenance for those who cannot.
- Arrange to relieve someone in your neighborhood who is caring for a homebound relative.

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### Why Do People Volunteer?

*Why do you volunteer!*

- A sense of obligation
- Good working conditions
- Career or work experience
- Recognition for work well done
- School or course requirements
- Giving something back in gratitude
- Fellowship, socialization, friendship
- A sense of being needed and valued
- An opportunity for personal growth
- Relief from personal negative feelings
- A chance to use special or unique skills
- A caring and compassionate supervisor
- A chance to be involved in decision making
- Belief about the importance of helping others
- Meaningful work that interests or challenges people
- Meeting expectations of people whom you hold in esteem
- A feeling of being involved in an issue of importance or a cause in which people believe

*from: The Volunteer Development Toolbox, McKenzie and Moore, 1994*

# **How to Organize Volunteer Service in Your Community**

Points of Light Foundation

Countdown to Service

## ***10 Weeks Prior***

Form a Service Day Committee.  
Think about your community:  
What does it really need?  
Consider problems and solutions that can be addressed in a one day service project.

## ***9 Weeks Prior***

Brainstorm!  
What talents and skills do you have to help solve the problems in your community?  
What do you have access to?  
Consider the problems in your community, your skills and resources.  
Determine what type(s) of projects you think would work well.  
Set a goal.

## ***8 Weeks Prior***

Develop a plan.  
Decide the scope of the project.  
Develop a time line.  
Determine how many volunteers you will need and how you will recruit them.  
Identify where you will carry out your project.  
Determine the supplies that will be needed.  
Identify potential donations for supplies and materials. Decide who will approach businesses for donations.  
Develop a publicity plan.  
Solicit support from your Mayor, Governor, local businesses, local civic organizations and neighbors.  
Review liability and safety issues.

## ***7 Weeks Prior***

Will you have a kickoff event?  
Who will plan and coordinate?  
Plan volunteer recognition.  
Continue volunteer recruitment.  
Send flyers to church and civic organizations.  
Encourage groups to register.

## ***6 Weeks Prior***

Recruit volunteers.  
Contact your local volunteer center.  
Execute the publicity plan.

## ***5 Weeks Prior***

Gather resources and supplies.  
Secure sponsorships.

## ***4 Weeks Prior***

Fine tune logistics.

## ***3 Weeks Prior***

Meet with volunteers and review the day's activities.  
Confirm the logistics and organizational plans.

## ***2 Weeks Prior***

Send copies of service day details to the volunteers.  
Remember who, what, where and how.

## ***Week of the Event***

Follow up with local media.

## ***Service Day Follow Up***

Celebrate your results.  
Evaluate the day.  
Recognize your volunteers.

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## **Municipal Enhancement Project Ideas for Colorado Cares**

- Clean-up garbage & litter in neighborhoods, parks, alleyways, downtown etc.
- Develop or do prep work for a neighborhood or community garden.
- Weed flower beds or trim/prune trees on municipal property.
- Paint or repaint city property- fences, curbs, buildings, etc.
- Graffiti clean up and/or removal.
- Plant trees, shrubs and flowers.
- River or lake shore clean up.
- Recycling drives.

## **HOW CAN I GET INVOLVED IN COLORADO CARES 2004?**

### **THERE ARE LOTS OF WAYS TO JOIN OUR EFFORTS!**

- 1. Develop a project yourself, and recruit volunteers from your friends, family, company or community.**
- 2. Talk with the Neighborhood Resource Center about the many things you can do to show you care right in your own neighborhood or on your own block.**
- 3. Call 1-800-Volunteer or your neighborhood resource center to find a project in your community.**
- 4. Think about making a commitment to volunteer on a regular basis all year round....your local volunteer center can help you with this!**
- 5. Gather people from your community of faith to do a project or make a commitment to help individuals or groups throughout the year.**
- 6. Be a mentor! Visit the Colorado Mentoring website for more information. [www.mentoringcolorado.org](http://www.mentoringcolorado.org)**
- 7. Join a nonprofit board of directors!**
- 8. Go to the Colorado Cares web site for ideas!**

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**To participate in the spirit of Colorado Cares 2004, I will commit to do the following over the next year:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mail or fax this to:** \_\_\_\_\_

# Colorado Cares 2004

## Short-Term Service Project Volunteer Needs

*Please fax this form to your local volunteer or neighborhood resource center.*

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

City(s) in which project will take place: \_\_\_\_\_

25-word project description with volunteer duties: \_\_\_\_\_

Project Date(s): From \_\_\_\_\_ to \_\_\_\_\_

Project Time(s): From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Will your agency use court-ordered community  
service individuals for this project? \_\_\_\_yes \_\_\_\_no

Is this volunteer project suitable for families? \_\_\_\_ yes \_\_\_\_ no Minimum Age: \_\_\_\_\_

Is this project suitable for groups of volunteers? \_\_\_\_yes \_\_\_\_ no Group Size: \_\_\_\_\_ to \_\_\_\_\_

Are you able to work with non-English speaking volunteers? \_\_\_\_ no \_\_\_\_yes (if yes, indicate  
language(s) \_\_Spanish \_\_Other \_\_\_\_\_

# Colorado Cares 2004 Volunteer Sign-In Sheet

**Project:**\_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**Name**

**Phone (w)**

**Phone (h)**

**E-mail**

[illegible]

**Colorado Cares 2004**  
**VOLUNTEER AGREEMENT**

**This is a Release of Liability.**  
**Please read carefully before signing.**

I, \_\_\_\_\_, the undersigned volunteer for the  
(Please print)

hereafter known as the "Agency" understand that I am not an employee, agent or contractor of the Agency.

I further understand that the Agency will not provide me with any pay, compensation, monetary or otherwise, insurance, workers' compensation or any other benefit to which an employee may be entitled.

In exchange for the opportunity to participate as a volunteer in the event titled Colorado Cares 2004 on (date) I hereby release the Agency, its employees, elected and appointed officials and any other representatives of the Agency from any and all liability for any injury to me or damage to my property which may result from my participation in the event in the capacity of a volunteer. This release shall be binding on me and any other persons making claim through me or on my behalf.

I hereby grant full permission to the Agency to use my name and likeness in any broadcast, telecast, video or print media of the event without compensation to me.

I hereby acknowledge that I have read, understood, and voluntarily agreed to the foregoing waiver and release agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

**PARENTAL RELEASE**

In addition to the above waiver and release, I, the undersigned parent/guardian of the above named volunteer who is under the age of 18 years, do for myself, for the other parent of the child and for and on behalf of my child volunteer hereby release, discharge and agree to indemnify the Agency, its employees, elected or appointed officials and agents or representatives from and against any and all liability, claims or demands for bodily injury to the above named child or for damage to the property of the above named child as well as expenses including attorney's fees and court costs and any and all other liabilities of any nature whatsoever which may be incurred by the child volunteer or which may arise from the child volunteer's activities on behalf of the Agency as stated above.

Signature of parent or guardian if volunteer is under 18 years of age:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

# Colorado Cares 2004

## Post Event Report

PLEASE GIVE US YOUR FEEDBACK.

In an effort to evaluate and promote the overall success of Colorado Cares 2004, please provide the following information upon completion of your service project.

Name and Contact Information for Person Submitting Report:

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City/Town/County Where Project Took Place:

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Name of Organization Planning and Carrying Out the Project:

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Project Sponsor(s): (If applicable, identify other organizations with which you collaborated.)

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Brief Project Description:

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Project Date and Total Volunteer Hours (as near as possible):

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How Many Volunteers Were Involved?

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What Was the Outcome/Result/Improvement?

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(Example: If your project served people, please indicate the number of people served. If your project collected something such as clothing, food, books, trash, etc., please indicate the amount collected; If your project involved building, cleaning or restoring something, such as a playground, park, community center or trails, please indicate what was accomplished.)

Identify by Name and Title any Dignitaries Who Were Involved ( Mayor, Police Chief, etc.):

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Please send us pictures of your event and, if possible, identify who is in the picture and what they are doing. We regret that we are not able to return photos. Digital photos may be sent on diskette.